

MONTANA VITAL STATISTICS
111 N SANDERS RM 209 / PO BOX 4210
HELENA, MONTANA 59604-4210
406-444-2685

APPLICATION FOR A COPY OF A BIRTH CERTIFICATE

We maintain birth certificates for births that occurred in Montana from 1907 to the present.

CERTIFIED copies of a birth certificate may be issued to the Certificate Holder, the Certificate Holder's Parent, Spouse, Child (with proof of relationship/legal need), Legal Guardian or Authorized Representative (with notarized guardianship papers or a notarized authorization) **the cost is \$12.00 for the first copy, \$5.00 for each additional copy of the same record.**

INFORMATIONAL copies of a birth certificate may be issued to anyone as long as the birth occurred 30 years prior to the date of application, **the cost is \$10.00.**

CERTIFIED copies of documents on file with the state (i.e. Acknowledgment of Paternity, correction affidavits), **the cost is \$12.00**

Please complete the following information.

FULL First, Middle and Last Name on Birth Certificate: _____

Date of Birth: _____ Place of Birth (City or County): _____

Mother's **Full Maiden** Name: _____

Father's Full Name: _____

Your relationship to the certificate holder: _____ (self, mother, father etc...)

Reason the Birth Certificate is needed: _____ # of copies _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)

Applicant's Signature: _____

Ways to order:

TFax your application with credit card information to 406-444-1803. Certificates are mailed within **3 working days.**

TMail the application with correct fee (check or money order*). Certificates are mailed within **two to three weeks.**

- Makes checks or money orders payable to **Montana Vital Records**

TApply in person for same day service. Office hours are 8:00 am to 5:00 pm Monday through Friday.

What is the cost?

TCertified Copy of a Birth Certificate: \$12.00 for first copy, \$5.00 for each additional copy of the same record (or the search of files when no record is found) **(non-refundable)**

TInformational Copy of a Birth Certificate for genealogy: \$10.00 **(non-refundable)**

TCertified Copies of Documents: \$12.00 **(non-refundable)**

T Searches: \$10.00 for the first 5 years searched, then \$1.00 per year over the first five years per name requested. (An informational copy will be issued if record is found) **(non-refundable)**

T\$6.00 shipping and handling fee **(for fax or online credit card orders only)**

T\$16.00 for Federal Express weekday delivery in the continental United States. **(Credit card orders only)**

T\$23.00 for Federal Express weekday delivery to Alaska and Hawaii. **(Credit card orders only)**

Method of Delivery: _____ Regular Mail _____ Federal Express (cannot be delivered to a PO BOX)
(package must be signed for)

Credit Card # _____ **Expiration Date** _____

Mailing or Delivery Address:

Name: _____

Address: _____

City, State, Zip: _____

Daytime Telephone Number: _____